Viewing Sponsor, Site and Program Information

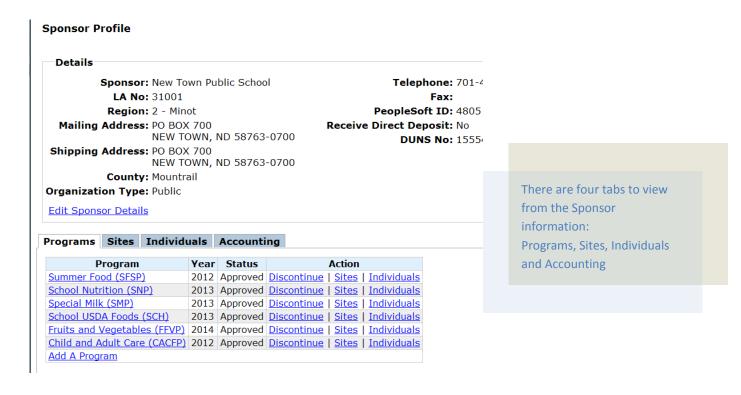
You are entering North Dakota Department of Public Instruction Child Nutrition and Food Distribution System (NDFoods). North Dakota login Already Registered - Not sure? New to North Dakota Online Services? North Register Now! Dakota Benefits of North Dakota Login Login: • One North Dakota Login and password to access multiple ND Online Services Password: Register once for secure access to State services Login Need help? Read through the FAQ. For <u>Lassistance with this North Dakota Login</u>, contact the <u>Service Desk</u>. If you need assistance with this Online Service, please contact North Dakota Department of Public Instruction.

Enter the NDFoods System

Main Menu



The options that are available for each user from the Main Menu are determined by which programs the Sponsor is participating in. Click on "Sponsor Profile"



The Sponsor Profile contains sponsor, site and program details. Individuals and sites are connected to each program participated by the sponsor.

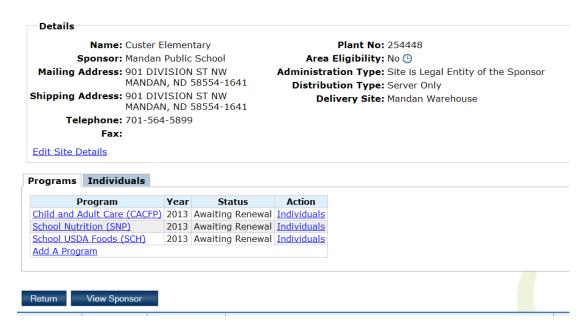
- The user can click on "Edit Sponsor Details" to make any changes to the sponsor information listed above.
- Click on any of the programs to view program specific information. To add a program, click on "Add A Program". (See program instructions "Add A Program")
- To view program specific information for a site or individual, click on the "Sites" or "Individuals" link under the Action section.
- Click on the Sites tab to view site details

Site	Plant No.	Accepts Delivery	Programs	Status	Action
<u>Custer Elementary</u>	254448	No	Child and Adult Care (CACFP), School Nutrition (SNP), School USDA Foods (SCH)	Approved	Discontinue
<u>Mandan High School</u>	5411	No	School Nutrition (SNP), School USDA Foods (SCH), Special Milk (SMP)	Approved	Discontinue
<u>Mandan Warehouse</u>		Yes	School USDA Foods (SCH)	Approved	
Mandan child care center	54121	No	Child and Adult Care (CACFP)	Approved	Discontinue

Return

Click on a link to a site to view site details.

View Site



Click on "Edit Site Details" to make any changes to the site's information.



Make any necessary changes and click "Save".



Click on a program link to view program details for the site.

(Note: Each program will contain different information about the site.)

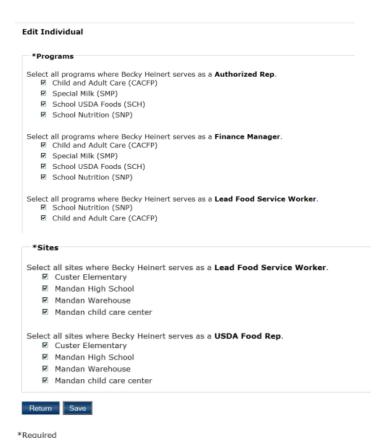
Click on the Individuals tab to view all individuals associated with the sponsor. Or click on the "Individuals" link under the Action column to view individuals associated with a particular program.



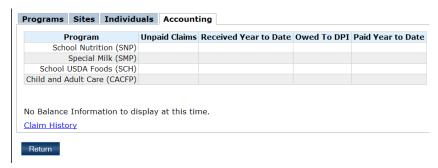
Individuals can be viewed by clicking on the name link. The user may also add, edit or delete an individual. (To add an individual see section "Add an Individual".



Make the necessary changes the individual's details and click "Continue".



Edit any program information associated with that individual and click "Save".



The last tab, Accounting, displays various accounting information for all participating programs.

If the sponsor participates in a program that receives claims for reimbursement, the user can click on "Claim History" from this screen to access information about past claims for reimbursement.